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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: NOV 18 1953

FROM : Chief, Coordination and Requirements Staff

SUBJECT: Technical Publication Procurement and Use Instructions

It is requested that the attached instructions establishing a coordinated technical reference policy be issued. It is believed that such instructions will result in the following advantages:

- a. Provide necessary assistance to the Document Procurement Committee member in carrying out his duties relative to approval of publication procurement requests and planning for future publications budget allotments.
- b. Implement the services provided by the Logistics Office Library and eliminate duplication of publication procurement requests.
- c. Provide an indication to the Document Procurement Committee member of those publications which might be rightly retained by a division for continual reference.
- d. Conserve safe and floor space required for storage of that material which is used for occasional reference.

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1. Encl: (Addressee only)
Draft of Instructions

LO/CR/RCS/HMF:amf (13 Nov 53)

Distribution:

- 1 - Official file (C&R - pub.)

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